

SPECIAL REGULATIONS

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PREAMBULE

The Canadian Student House, hereinafter referred to as “the CSH” or “the house,” is one of the houses of the Cité internationale universitaire de Paris, whose mission is to promote cultural dialogue and exchange between students, researchers, artists, and high-level athletes of all nationalities, in a spirit of tolerance and mutual respect.

The values of peace and cooperation are at the heart of the missions of the Cité internationale universitaire de Paris (CIUP) and its residences. Living together in cultural diversity is the subject of the CIUP's charter of values, which emphasizes RESPECT, SOLIDARITY, and DIVERSITY.

As such, residents have an important role to play during their stay at the Cité internationale and a responsibility to uphold the values and ideals of the CIUP by refraining from any form of discrimination or violence towards one another. In addition, the Cité internationale universitaire de Paris has voluntarily committed to a proactive approach to implementing a policy that respects the principles of sustainable development by signing the Cité Durable charter.

The MEC has the status of a recognized public utility foundation and does not receive any government subsidies for its operations.

It is supported by the Canadian Committee of the Maison des étudiants canadiens à Paris.

These rules and regulations set out the common rules of living in order to offer residents the best possible conditions for their stay and to achieve the objectives outlined above. Residents of the House must comply with:

- To these specific regulations
- The CIUP Charter of Values
- In the CIUP's general regulations,
- Upon payment of admission and accommodation fees at the CIUP
- To the CIUP IT resources usage policy

All these documents can be consulted on the MEC website. Each resident must read these documents when confirming their admission.

They are contractual in nature and apply to residents, their spouses and children, guests, and visitors, each for their respective share. As such, any stay at the Cité internationale universitaire de Paris implies unconditional acceptance of all these provisions.

TITLE 1 - UPON ARRIVAL OF RESIDENTS

ARTICLE 1 : Useful information

The residence provides residents with all the information they need to live in the residence, which may take various forms (website, welcome documents, MEC official publication, etc.).

Upon arrival, residents must confirm the following information with the administration for security purposes:

- ❖ Their email address ;
- ❖ Their cell phone number ;
- ❖ The name and contact details of a person to contact in case of emergency;
- ❖ Add a photo ID to your resident account.

ARTICLE 2 : INITIAL INVENTORY

The accommodations are considered to be in good condition, and residents must complete an inventory of their accommodation within 5 days of their arrival. The inventory is done via the resident account.

If the inventory is not carried out within 5 days of the resident's arrival, it is automatically validated and the accommodation is therefore declared to be in good condition.

Residents are strongly encouraged to report any damage or malfunction within this period so that they are not charged for it during or at the end of their stay.

ARTICLE 3 : INSURANCE

PROPERTY DAMAGE INSURANCE:

The insurance included in the fee covers only residents' personal belongings against burglary within the house. The deductible and coverage limits are available upon request.

Residents with personal belongings of greater value or who wish to take out insurance under special conditions are invited to take out specific insurance with the organization of their choice.

In addition, residents are compensated for any damage when the house is liable (e.g., damage caused by a burst pipe).

CIVIL LIABILITY INSURANCE:

Residents are encouraged to take out civil liability insurance upon arrival. The Canadian Student House has entered into an agreement with ACS to offer you preferential rates.

ARTICLE 4 : SECURITY DEPOSIT

In the case of academic stays, the reservation deposit is converted into a security deposit upon the resident's arrival. It serves as a guarantee in the event of unpaid bills (including failure to comply with the notice period) or material damage, without prejudice to any action for compensation in the event of insufficient coverage.

Please note that during your stay, any damage to property attributable to residents will be charged directly to them.

ARTICLE 5 : RESIDENT CARD

Depending on the type of stay, upon arrival of residents and provided that their file is complete, the CIUP residents' portal (<https://portail.ciup.fr/>) issues a digital card certifying their status as residents. This card is personal and non-transferable. This card may be requested at any time by the staff of the Maison and/or the CIUP security services.

TITLE 2 - DURING THE RESIDENTS' STAY

ARTICLE 6 : HOUSING OCCUPANCY

The allocation of accommodation is strictly individual and is the sole responsibility of management. Any transfer of accommodation, even temporary, free of charge or otherwise, is strictly prohibited.

Any violation of this provision may result in legal action against the occupant without right or title, as well as the implementation of disciplinary proceedings against the resident, as provided for in the regulations governing admission and residence.

The house is primarily, and at all times of the year, a residence for students, artists, and researchers. Residents are not permitted to engage in commercial activities in their accommodation or to register a company or association there.

No exchange of accommodation between residents or addition of furniture may be made without the prior consent of the management.

No photographs, posters, or objects may be hung on the walls of the accommodation in any way that could damage them.

No posters or personal messages are allowed on the exterior doors of the apartments. For safety and hygiene reasons, pets are not allowed in the house.

ARTICLE 7: VISITORS – GUESTS

VISITORS

Anyone who is not a resident and is not accompanied by a resident must report to reception to register their visit. If the resident or reception staff are absent or refuse access, entry to the residence will not be permitted. No visits are allowed between 11:00 p.m. and 8:00 a.m.

GUEST

Residents may request to host one guest (only one at a time) for a fee, subject to the following limits:

- ❖ A maximum of 30 guest nights per period (September to January; February to June) and 12 for the summer period (July to August) ;
- ❖ Overnight stays cannot be carried over from one period to another. ;
- ❖ Short stays are not permitted to receive guests. ;
- ❖ Any unregistered guests of the resident will be subject to a penalty.

Residents must:

- ❖ It is essential to declare on their resident account the guest they wish to host for one or more nights.
- ❖ Reservations made after 9:30 p.m. on the day of arrival will not be provided with a mattress. ;
- ❖ Overnight stays will be charged to the resident's account according to the current rate schedule.
- ❖ Request a mattress if desired (to be collected from reception before 9:00 p.m.).
- ❖ The house has a limited number of extra mattresses..
- ❖ The unavailability of an extra bed does not exempt residents from registering their guests or paying the daily fee..
- ❖ Residents are responsible for the behavior of their guests.
- ❖ Guests are never allowed in twin rooms (two residents who are roommates but not a couple).

Residents must be present for the entire duration of their guest's stay: under no circumstances may this be considered subletting or lending.

ARTICLE 8 : PAYMENT OF THE FEE

The fee does not constitute rent but rather compensation for the right to occupy a dwelling and access a number of services associated with it.

The fee schedule for royalties and various paid services within the company is voted on each year by its board of directors.

It is available at the reception desk of the house and on its website.

Rates are fixed and non-negotiable. They may vary depending on the resident's status, length of stay, and type of accommodation.

The fee must be paid at home by the 5th of each month at the latest.

Any delay or failure to pay may result in disciplinary measures, including expulsion of the resident (see Admission and Residence Regulations).

Regarding academic stays:

All academic stays at MEC begin on the first day of the month, so the monthly rent is paid in full when the date is confirmed with the MEC administration.

So, whether you arrive on September 1 or September 16, it makes no difference: the rent for September is paid in full.

If the departure date (end of stay) is between the 1st and the 15th of the month, the resident may pay for half a month. However, for departures between the 16th and the end of the month (30th or 31st), the resident must pay for the full month.

The monthly rent is due upon confirmation of their stay with the MEC administration and is therefore payable in full. Therefore, departure after confirmation for June 1 or June 30 is the same; the month of June must be paid in full. To confirm their stay at the MEC, residents have 15 days from the date on which they receive an accommodation proposal ("assignment email") from the MEC administration.

ARTICLE 9 : ABSENCE - ILLNESS

For security reasons, residents are strongly encouraged to notify the house administration of any absence longer than one week.

In case of illness, residents are asked to inform management. If their health condition requires it, they will be referred to a hospital for treatment at their own expense.

ARTICLE 10 : MAINTENANCE OF HOUSING

GENERAL PROVISION

Residents are required to keep their accommodation clean and tidy. Failure to do so, after two reminders have been issued without effect, will result in cleaning services being charged to them (see Price List).

Any anomaly or technical incident must be reported to the resident account as soon as possible.

Residents are required to immediately report any insect or pest infestation to the building administration via the resident account. Failure to do so will result in charges being applied to residents.

MAINTENANCE

As maintenance of the housing is the responsibility of the company, it is necessary for authorized personnel to have access to these dwellings..

In order to respect residents' privacy, any maintenance, cleaning, or repair work that can be planned in advance is communicated to the residents concerned (by email, notice, telephone, or mail), who are informed of the date and time slot when the staff will be visiting.

In case of emergency (e.g., water damage), authorized personnel may access the accommodation without prior notice. Residents will be informed of the intervention that has taken place.

HOUSEHOLD

Housekeeping is a regular and mandatory service.

Residents, who are considered to have been notified of this visit by the posting of the schedule, must tidy up their belongings to facilitate the task. The cleaning day is communicated to residents upon their arrival.

Sheets are changed regularly according to the schedule provided for this purpose. Dirty sheets must be left outside the door to be exchanged on the date indicated on the notice boards before 11 a.m.

ARTICLE 11 : SUSTAINABLE DEVELOPMENT

In order to achieve the objectives of the Sustainable City Charter, residents undertake to comply with certain guidelines concerning the reduction of energy and water consumption and waste recycling, which will be communicated to them during their stay. In addition, they must avoid any unnecessary pollution and work to ensure that the house remains a healthy and high-quality environment.

Notwithstanding the generality of the foregoing, residents must:

- ❖ Turn off lights, lamps, and electrical appliances that are not in use? in their rooms and in common areas ;
- ❖ avoid letting water run unnecessarily in showers and sinks ;
- ❖ When you are away or leaving, close the windows and skylights to prevent water damage. ;
- ❖ Regularly empty their trash into the designated containers and sort their waste.
- ❖ Turn off the heating in the room if they are not at the MEC.
- ❖ Turn off the fan if they are not at the MEC

It is prohibited :

- ❖ to store perishable food in the open air to prevent insects from breeding ;
- ❖ hanging wet laundry inside homes (risk of mold) or hanging it outside windows (respect for the exterior facade of the house).

After two warnings, disciplinary measures will be taken and a penalty of €25 will be charged to the resident.

ARTICLE 12 : RULES FOR COMMUNAL LIVING

Living in community at the Cité internationale involves sharing certain values such as respect, solidarity, and diversity, as outlined in the CIUP's charter of values.

On a daily basis, residents play a major role in implementing these principles.

Residents commit to:

- ❖ respect others, show tolerance and kindness, take care not to disturb other occupants (behavior, noise pollution, respect for privacy, open-mindedness, respect for differences, etc.),
- ❖ respect the property and facilities made available to them. Leaving common areas in good condition after use means thinking of others..

More specifically, it is prohibited to

- ❖ smoking (including e-cigarettes) except in areas expressly designated by management ;
- ❖ cause noise disturbances in the rooms and common areas; all noise must cease between 11 p.m. and 7 a.m.;
- ❖ monopolizing kitchens or other common areas for parties or other gatherings without management authorization.

ARTICLE 13 : COMMON AREAS

Each house has common areas. Residents must comply with the rules of use and opening hours that are posted and/or communicated.

Among other things, they must wash and put away their dishes and, after use, clean work surfaces, appliances, sinks, and tables in kitchens or other common areas.

ARTICLE 14 : CIGARETTES, VAPING, AND ALCOHOL

The MEC and the Cité are entirely smoke-free environments.

Smoking and vaping are prohibited throughout the entire building (in the rooms, at the windows of the rooms, on all balconies, in all common areas) and on the first-floor terrace.

Only the terrace on the garden level is open to smokers.

Violating this rule will result in a written warning for the first offense and a €100 fine for each subsequent offense to cover repair costs. Disciplinary measures may also apply.

The MEC and the Cité are entirely alcohol-free environments. Only beer and wine with an alcohol content of less than 18% are permitted. Disciplinary measures may also apply. Violating this rule will result in a written warning for the first offense and a €100 fine for each subsequent offense to cover the cost of cleaning up. Disciplinary measures may also apply.

The MEC and the Cité are entirely alcohol-free environments; only beer and wine with an alcohol content of less than 18% are permitted. Disciplinary measures may also be applied.

ARTICLE 15 : RESIDENTS' COMMITTEE

A residents' committee is elected each year at the beginning of the academic year.

He or she contributes to the cultural, artistic, social, and sporting life of the residence, ensures harmony within the community and encourages interaction between residents and management, liaising with the committees of other residences in the Cité where necessary.

The committee is the residents' primary point of contact with management for discussing issues, requests, or problems encountered.

Residents are asked to make a monthly contribution to the committee's budget. The amount of this contribution is set each year by the board of directors.

ARTICLE 16 : EXPRESSIONS, MEETINGS, DISPLAY

The MEC guarantees its residents the exercise of their freedoms of expression and assembly.

These freedoms are exercised with strict respect for pluralism of opinion, the rights and freedoms of other residents, and the values and ideals of the City, excluding any form of proselytism.

When it comes to meetings, residents are free to gather among themselves in the spaces designated for this purpose.

If the meeting takes on a more formal aspect, the administration of the house must be notified.

If it is larger in scale, including people from outside the house or the City, its organization is subject to more specific procedures that each house is responsible for determining, particularly with regard to the responsibilities to be assumed.

A notice board is available for residents, under the responsibility of the residents' committee.

Any external communication that is displayed or distributed within the company must be authorized in advance by management.

ARTICLE 17 : SAFETY

COMBATING DISCRIMINATION, HARASSMENT, AND VIOLENCE

Any resident who witnesses or experiences discrimination, harassment, or violence is strongly encouraged to report it.

To report an incident, he/she can contact the management of his/her residential facility.

To report an incident, he/she can send an email to: alerte-violences@ciup.fr

In case of immediate danger, notify the Central Security Office: 27 Boulevard Jourdan, 75014 Paris - 01 44 16 66 00 or 01 43 13 65 10 - Open 24 hours a day

Pour une aide psychologique, médicale, sociale, le relai social international est à la disposition des résident.e.s : 19B, Boulevard Jourdan 75014 PARIS - 01 44 16 65 62 - relais.social@ciup.fr

It is important to talk about it and get help.

ACCESS TO THE BUILDING

For obvious safety reasons, residents are asked to remain vigilant at all times to ensure everyone's safety.

To this end, residents must ensure that :

- ❖ Do not disclose the elevator access code to third parties (visitors, delivery personnel, etc.),
- ❖ Ensure that the main entrance door is properly closed and do not allow unknown individuals to enter behind them. ;
- ❖ Do not allow visitors to enter through emergency exits. ;
- ❖ Pay particular attention to the access card/key given to them upon arrival.

The access card/key to the house and residents' accommodation is strictly personal. It must not be lent to anyone else. If lost, residents must purchase a new one from the house administration..

Replacement fees for access cards/mailbox keys will be charged to the resident's account, according to the current fee schedule, if applicable.

BASIC SAFETY RULES

Inside the building, residents must observe basic safety measures.

In case of absence, even for a short period of time, residents must ensure that their doors and windows are locked (especially for ground floor apartments) in order to prevent break-ins, theft, and water damage.

It is forbidden to place or hang objects on window sills, or to sit on window ledges. The house accepts no responsibility in the event of an accident.

It is forbidden to climb onto the roofs. The house accepts no responsibility in the event of an accident.

Residents must store their bicycles and scooters, electric or otherwise, in the designated area. No motorized vehicles may be stored there..

Residents are not allowed to park their vehicles on CIUP premises. Special permission may be granted for a maximum of two hours when moving in or out. This permission must be requested from the residence management, who will contact the CIUP security department.

FIRE SAFETY

Fire evacuation and alarm systems ensure the safety of residents.

Any act that prevents or limits their normal functioning will result in disciplinary sanctions, which may include expulsion of the resident and a financial penalty where applicable (e.g., replacement of a fire extinguisher) according to the residence's fee schedule.

Any act that prevents or limits their normal functioning will result in disciplinary sanctions, which may include expulsion of the resident and a financial penalty where applicable (e.g., replacement of a fire extinguisher) according to the residence's fee schedule. Similarly, emergency exits are equipped with fire safety devices (panic bars, alarms) that must be kept in good working order. For this reason, it is prohibited to use emergency exits as a means of entering or leaving the building (except during an evacuation drill or in the event of a fire).

In order to limit the risk of fire, certain equipment, apart from that provided by the house, is not permitted in the accommodation:

- ❖ appliances that consume a lot of electricity (pressure cookers, hot plates, microwaves, radiators, air conditioners, etc.)
- ❖ gas appliances
- ❖ The candles.

Only standard electrical and electronic equipment is permitted: computer equipment, hair dryers, or low-power kettles.

In the event of a violation, the resident will be notified in writing to remove the device in question from their accommodation without delay. They may store it in the storage room designated by the residence administration until their departure. Failing this, the device will be removed by authorized residence staff and kept until the resident's departure.

If you have any questions or concerns regarding security at the Cité internationale universitaire de Paris, the security service is available to assist residents and houses.

24 hours a day ► Central Security Office: 01 44 16 66 00

TITLE 3 - DEPARTURE OF RESIDENTS

ARTICLE 18 : EARLY DEPARTURE

In the event of early departure, one month's notice is required, plus compensation for the months that had been confirmed in the residence certificate, which had been signed at the beginning of the stay at the MEC.

ARTICLE 19 : OUTGOING INVENTORY STATEMENT

Before their departure, an exit inventory is carried out with a representative of the house administration. If any damage is found, the cost will be deducted from the security deposit.

If the resident is not present, any comments will be brought to their attention.

ARTICLE 20 : MAIL AND PARCELS

Residents may only receive mail and packages that are personally addressed to them.

In the event of temporary or permanent departure, the company is not required to hold their mail and packages, nor is it authorized to deliver them to a third party, whether a resident or not.

Any temporary or permanent change of address must be reported to the post office.

ARTICLE 21 : LUGGAGE STORAGE

Any resident leaving the residence permanently is required to remove their luggage from the luggage storage room.

Failing this, after a period of one year and one day from the date of the resident's departure and after contacting or attempting to contact the former resident, the house is entitled to dispose of the property.

Anyone wishing to use the luggage storage facility who is not a resident or currently re-enrolling at the CIUP must pay a fee according to the current rates.

Le dépôt de garantie n'est pas remboursé tant que les objets ne sont pas récupérés par le/la résident.e à la fin de son séjour à la MEC.

ARTICLE 22 : REFUND OF THE SECURITY DEPOSIT

The security deposit is returned to outgoing residents, minus any outstanding payments (fees, notice period, damage).

The refund will be made to the same credit card used to pay the monthly fees to the MEC.

If you wish to receive this refund in another bank account, the resident will be responsible for the corresponding bank charges.

Reimbursement will be made within a maximum of two months, provided that they have removed all their personal belongings.

TITRE 4 - SPECIAL PROVISIONS

ARTICLE 23 : DISCIPLINARY SANCTIONS

In accordance with the admission and residence regulations, any violation of the rules of the residence hall or the Cité internationale universitaire de Paris may result in disciplinary action, including expulsion, and legal proceedings against the offender.

ARTICLE 24 : VIDEO SURVEILLANCE

Some common areas may be monitored by video surveillance for security reasons. In this case, a sign will be posted at the entrance to the premises.

For further information, residents may contact management.

ARTICLE 25 : USE OF PERSONAL DATA

The management of residents' stays is subject to various automated processing of personal data (monitoring of payments and schedules, sending information about the residence or the Cité, etc.), in accordance with the legislation in force.

For further information, residents may contact the management, to whom they may also exercise their right of access, in accordance with Law No. 78-17 of January 6, 1978, on information technology, files, and civil liberties, as amended.

ARTICLE 26 : IMAGE RIGHTS

During their stay, residents may be photographed, recorded, or filmed in common areas during events organized by the residence or as part of promotional activities for the residence.

Acceptance of these rules constitutes express authorization by residents (and their spouses and children) to record, reproduce, and communicate their image and/or voice for non-commercial communication purposes by the establishment, and waiver of the right to be credited in the film credits or photo captions.

This authorization is valid for ten years from the date of their departure from the CIUP for any reason whatsoever.

À tout moment, les résident.e.s peuvent mettre fin à cette autorisation, sur simple courrier ou courriel adressé à la direction de la maison.

These specific regulations were approved by the CIUP Board of Directors on April 10, 2025.